Ashford Business Services Ltd

HVAC technician job sheet

One sheet per job - the details, the work, the parts and the hours, all in one place.

Job number	JOB-1042
Date	9 November 2026
Customer	Sarah Mitchell
Contact number	01632 960 123
Job site address	14 Oakfield Road, Birmingham B17 9JH
Unit make, model and serial	Make / model / serial number
Refrigerant type	R32 / r410a
System pressures (before / after)	bar / bar

Work description

Describe the work to be done as agreed at the meeting.

Parts and materials used

Part / material	Qty	Notes
Filters - size/type	1	
Refrigerant type	12 kg	
Part, e.g. capacitor / contactor	2	
Insulation tape / line-set covers	3	

Labour

Operative	Start	Finish	Hours
James Patel			

Completion

Work completed	Yes
Follow-up required	Yes

Sign-off

Operative	Customer	Date